

Vintage Festival intern - job description

WWF-UK:

The mission of WWF is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- conserving the world's biological diversity;
- ensuring that the use of renewable natural resources is sustainable;
- reducing footprint and wasteful consumption.

THE PROJECT

WWF-UK has been given an exhibition space at Wayne Hemingway's [Vintage Festival](#) taking place on London's South Bank between 29-31 July 2011. The aim of WWF's involvement is to engage visitors to *Vintage* in the work of WWF and invite them to help in creating an artwork that will form Wayne Hemingway's contribution to WWF's *Pandamonium 2* (to take place during 2012). The final concept of the artwork is still to be finalised with Wayne Hemingway but it will involve visitors writing or drawing pledges of support for, or personal memories inspired by, the natural world on cloth.

We're looking for an intern to help provide support on the project management and delivery of this event and help drive a successful exhibition.

JOB DESCRIPTION

Key duties will include:

- assistance with the logistics of delivering, and staffing, of WWF's exhibition space at the Vintage Festival;
- seeking opportunities media and promotional opportunities to help deliver 10,000 visitor contacts;
- providing administrative support to the Project Manager.

KEY REQUIREMENTS:

- demonstrable organisation skills;
- the ability to work to tight deadlines and show initiative;
- ability to work independently and in a team with a flexible approach to problem solving;

- experience of marketing and event management;
- experience in Microsoft Word, Excel and Outlook; knowledge of social media an advantage;
- excellent written and oral communications skills;
- educated to degree level or relevant vocational qualification;
- an understanding and empathy of environmental issues (desirable);
- an interest in textiles and/or the fashion industry.

LOGISTICS:

Start date: Early June 2011

Duration of internship: Approx 2 months

Hours: 35 hours per week over 5 days (Monday to Friday) plus the weekend of 30-31 July 2011

Location: Panda House, Godalming, Surrey GU7 1XR. Some remote working maybe required at WWF-UK's London Bridge office.

This is an unpaid position although reasonable travel expenses and lunch may be reimbursed.